

SUBCONTRACTING PLAN EVALUATION CHECK LIST

YES NO

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| — | — | Does the offeror propose separate percentage goals for small business, HUBZone small business, small disadvantaged business and women-owned small business concerns? |
| — | — | Does the offeror express the goals as a percentage of total planned subcontracting dollars? |
| — | — | Does the offeror propose goals that adequately reflect the potential offered by the contract? |
| — | — | Does the offeror propose a statement of the total dollars planned to be subcontracted to small businesses? |
| — | — | Does the offeror propose a statement of the total dollars planned to be subcontracted to HUBZone small businesses? |
| — | — | Does the offeror provide a statement of the total dollars planned to be subcontracted to small disadvantaged businesses? |
| — | — | Does the offeror provide a statement of the total dollars planned to be subcontracted to women-owned small businesses? |
| — | — | Does the offeror furnish a description of the principal supply and service areas to be subcontracted? |
| — | — | Does the offeror furnish a description of the supply and service areas where small business, HUBZone small business, small disadvantaged business and women-owned small business concerns will be considered for subcontract awards? |
| — | — | Does the offeror provide a statement of the method used to develop goals? |
| — | — | Does the offeror include indirect costs as an element in developing goals? |
| — | — | Does the offeror furnish the method used in determining a proportionate share of the indirect costs where these costs are elements in developing goals? |
| — | — | Does the offeror provide the name and description of the duties of the individual who will administer the subcontracting plan? |
| — | — | Does the offeror describe the efforts it will make to assure that small business, Hub-zone small business, small disadvantaged business and women-owned small business concerns have an equitable opportunity to compete for subcontracts? |
| — | — | Does the offeror provide for the flow down clause entitled "Utilization of Small Business and Small Disadvantaged Business Concerns?" |
| — | — | Does the offeror require all subcontractors except small businesses to adopt subcontracting policies and a subcontracting plan in accordance with the Small Business Act, as amended, and the implementing regulations for all appropriate subcontracts? Is there a provision in the contract that flows down this requirement? |
| — | — | Does the offeror provide assurance that it will submit SF-294 and SF-295 reports including other reports that may be required and cooperate in any studies or surveys as may be required to determine compliance with the plan? |

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- ☐ ☐ Does the offeror provide assurance that records will be maintained?

Does the offeror's recitation of the types of records include:
 - ☐ ☐ Source lists of small business, HUBZone small business, small disadvantaged business and women-owned small business sources?
 - ☐ ☐ Organizations contacted for small business, HUBZone small business, small disadvantaged business and women-owned small business sources?
 - ☐ ☐ Efforts to identify and award subcontracts to small business, HUBZone small business, small disadvantaged business and women-owned small business firms?
 - ☐ ☐ Contacts with trade associations that sponsor small business, HUBZone small business, small disadvantaged business and women-owned small business concerns?
 - ☐ ☐ Contacts with business development organizations?
 - ☐ ☐ Attendance at procurement conferences and trade fairs that promote small business, HUBZone small business, small disadvantaged business and women-owned small business participation in Federal government contracting/subcontracting.
 - ☐ ☐ Records to support internal activities to promote and implement the subcontracting initiatives?